

JOB DESCRIPTION
URBAN ENVIRONMENTAL DEPARTMENT
LEAD LANDSCAPER / GREENSKEEPER

1. JOB TITLE: LEAD LANDSCAPER / GREENSKEEPER

- 2. DEFINITION:** This employee is full time and is responsible for participating and assisting the planning and coordinating of all landscape maintenance and projects under the care of the Urban Environmental Department. The employee must exercise good judgment when completing tasks. The employee is under the immediate supervision of the Groundskeeping Foreman, City Arborist, and the Urban Environmental Director. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive, this employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return-to-duty, and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT/JOB LOCATION:

- a. The employee will operate and perform light-duty maintenance on vehicles, tractors, riding mowers, walk behind mowers, push mowers, backhoes, skid loaders, weed eaters, edgers, chain saws, chippers, stump grinders, back-pack blowers, sprayers, hedge trimmers, snow blowers, hand saws, rakes, shovels, and other small tools. The employee may occasionally be required to drive a dump truck.
- b. Work is performed outdoors within the City of Murfreesboro City limits, and some tasks may be required to be performed regardless of weather conditions. The employee will be exposed to loud noise, machinery with moving parts, dirt, dust, debris, tobacco smoke, chemicals, and foul odors. Work is characterized by the necessity for considerable physical exertion, close daily contact with unpleasant materials, and working outdoors occasionally under adverse weather conditions. All City facilities and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Assists in the planning, coordinating and monitoring of all landscape maintenance and projects of the Urban Environmental Department.
- b. Schedules weekly work hours for employees.
- c. Good judgment, temperament, and human relations skills to effectively deal with City employees and the public, some of which may be irate or unreasonable.
- d. Supervises performance of work of employees.
- e. Trains all employees on use of equipment with regards to both safety and operation.
- f. Assigns daily work duties to employees.
- g. Identifies turf grass diseases and pests.
- h. Reads and understands labels related to chemicals.
- i. Generates spray programs to control pests, diseases, and to promote healthy turf grass and landscape.
- j. Designs, coordinates, and maintains landscaping as needed.
- k. Assures that employees adhere to all departmental policies.

- l. Promotes good public relations between the Urban Environmental Department employees and the public.
- m. Inventories and purchases products related to landscape maintenance operations.
- n. Cuts grass with power equipment or hand tools.
- o. Loads and unloads dirt, gravel, sand, mulch, and debris.
- p. Cleans, maintains, and services equipment, and makes minor equipment repairs.
- q. Performs heavy manual labor for extended periods under all weather conditions, frequently lifting objects weighing 100 pounds.
- r. Climbs to heights of at least 15 feet.
- s. Performs duties while standing, walking, bending, sitting, climbing, or using ladders.
- t. Picks up trash on City owned property, in maintenance buildings, in parking garages and other related areas.
- u. Make sound and accurate judgments related to the job and job tasks while working.
- v. Safely operates various hand tools, including but not limited to, shovel, sledge hammer, chain saw, weed eater, hedge trimmer, rakes, pitch fork, axe, maul, backpack blower, backpack sprayer, and tiller.
- w. Safely operates vehicles of various descriptions.
- x. Must be able to perform job duties as described on essential functions addendum.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be 21 years of age.
- b. Must possess a high school diploma or equivalent.
- c. Must possess a driver's license valid in the State of Tennessee and the ability to safely operate an automobile.
- d. Must have legal authorization to work in the United States of America.
- e. Must pass a drug/alcohol screen upon offer of employment.
- f. Must be semi-skilled in mechanics.
- g. Ability to supervise and schedule employees.
- h. Ability to operate business telephones in a professional manner.
- i. Knowledge of or the ability to learn to inventory and purchase products related to the operations of the Urban Environmental Department.
- j. Must have a basic knowledge about the care and proper use of tools and equipment used in the development and maintenance of lawns, landscape bed, trees, hardscape areas, and general grounds owned by the City.
- k. Must have basic knowledge of proper methods of maintenance, care, and installation of landscape beds, lawns, trees, irrigation systems, and general grounds owned by the City.
- l. Knowledge and ability to design, coordinate, and maintain landscaping on City owned properties.
- m. Must have basic knowledge about turf disease, plant disease, insects, chemicals, and the proper methods used to control such undesirable elements.
- n. Knowledge and ability to create spray programs for the Urban Environmental Department.
- o. Must have the ability to distinguish between different cleaning materials, fungicides, insecticides, with the ability to read and understand label information.
- p. State of Tennessee Certified pest applicator preferred; ability to obtain certification within twelve months required. Ability to maintain certified pest applicator status required.

- q. Must have the ability to safely and correctly pull or back a trailer.
- r. Must have the ability to drive and operate a tank truck for the purpose of watering lawns, landscape beds, trees, and general grounds of the City.
- s. Must have the knowledge of and/or the ability to learn occupational hazards and safety precautions.
- t. Must be able to report for work on time and to perform the duties of the job for an entire workday.
- u. Must have the ability to work flexible work hours with some weekend and holiday work required.
- v. Must have the ability to perform frequent overtime work, which may involve late night or early morning hours.
- w. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 100 pounds and to repeatedly lift, move and carry objects weighing more than 100 pounds with assistance.
- x. Must have the ability to establish and maintain an effective working relationship with other employees and the public.
- y. Ability to be both firm and tactful in enforcing Urban Environmental and City of Murfreesboro policies.
- z. Ability to give and receive oral and written instructions.
- aa. Must be able to pass physical abilities test/post offer screen for employment.
- bb. Must be able to pass skills test/post offer screen for employment.

Safety Sensitive
Non-Exempt
June 3, 2005

ESSENTIAL FUNCTIONS ADDENDUM
URBAN ENVIRONMENTAL DEPARTMENT
LEAD LANDSCAPER/GREENSKEEPER

Employees in this area work 5 days a week, 8 hours a day with a 30 minute lunch break. A Lead Landscaper/Greenskeeper is a semi-skilled position requiring heavy manual labor in the care, maintenance, and development of the lawns, landscape beds, street trees, park trees, irrigation systems, and general grounds of city owned property. Work is performed outdoors while exposed to dampness, fumes, odors, dust, dirt, rain, sleet, snow, heat, chemicals, foul odors, machinery with moving parts, and loud noise. The employee will operate and perform light duty maintenance on vehicles, tractors, riding mowers, walkbehind mowers, push mowers, backhoes, skid loaders, weed eaters, edgers, chain saws, chippers, stump grinders, back-pack blowers, sprayers, hedge trimmers, snow blowers, hand saws, rakes, shovels, and other small tools. Work is characterized by the necessity for considerable physical exertion during periods of extreme weather conditions.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#				X
20-50#			X	
50-75#			X	
75-100#		X		
>100#	X			
<u>Push/Pull</u>				
<50#				X
50-100#			X	
100-150#	X			
>150#	X			

Depending on the job duties assigned for the day the employees may be performing lifting and pulling on a more or less frequent basis. However, job duties may change throughout the week depending on the needs of the Urban Environmental Department.

Bending/Squatting/Twisting – Required constantly when shoveling different material, and performing landscaping duties (planting, weeding, and moving logs and brush). Required occasionally to frequently when using saws, weed eaters, blowers, mowers, etc.

Pushing/Pulling – Required constantly while working on jobs for landscaping (i.e. weeding, using a mulch fork, rake, tiller, and push mowers), and when cutting down trees. Required occasionally for other jobs while moving heavy equipment.

Lifting/Carrying – Is required constantly in carrying a weed eater, shoveling of materials, using a chain saw, and picking up debris. Also required occasionally lifting bags of seed, fertilizer, pressure sprayers, blowers, and limbs.

The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all 4 components:

<u>Item</u>	<u>Weight</u>
Limb/branch	64#
	41#
	71#
Bags of fertilizer	80#
	50#
Bags of seed	50#
Backpack sprayer (full with 4 gallons)	60#
Backpack blower	38#
Various saws	22#
	40#
	38#
weed eater	13#
	18#
Stump grinder	170#
Chipper	400#
(lifted by 4 people)	

Employees are able to get help with lifting heavy objects, but must be able to lift up to 100#.

Standing/Walking – Can be required constantly throughout the day depending on the job.

Sitting – Can be required constantly throughout the day depending on the job.

Reaching – Is required constantly using landscaping equipment, shoveling, using a mulch fork, tilling, and reaching for branches and limbs.

Manual dexterity/Gripping – Performed constantly

Fine Motor Control – Can be performed constantly when using small hand tools.

Climbing – Required occasionally when helping to cut down trees.

Overhead activity – Performed occasionally when helping to cut down trees.

Driving – Can be performed constantly depending on the job for the day. Includes driving a truck, bobcat, mowers (including riding, walk behind or push), Toro workman, and a mad vac.

Tools handled:

Shovel
Sledge hammers
Stump grinders
Hammer
Wrenches
Maul
Weedeater
Ax
Chain saw
Sharpening tools
Hedge trimmers

Work Conditions

Exposed to:

Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery surfaces
Rain
Snow
Dust/Dirt
Fumes

Need physical ability for:

Squatting
Bending/Crouching
Stooping
Hand gripping
Fine motor control
Twisting
Hand/Eye coordination
Pushing/Pulling
Lifting/Carrying
Reaching
Overhead activity
Climbing
Driving
Foot control

Addendum
June 23, 2004